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S-E-C-R-E-T

200259

PERSONNEL OFFICER TRAINING COURSE

1st Examination

20 March 1959

Name _____

(Do not write your name on any of the other pages.)

<u>Total Points</u>	<u>206</u>
True - False	20
Multiple Choice	58
Short Answer	68
Discussion (3 questions)	60

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PERSONNEL OFFICER TRAINING COURSE

General Instructions: The examination will take at least an hour to complete but may take most of the allotted time for some of you. Therefore, work rapidly, especially on the first items. If you find yourself spending too much time on an item move on to the next one and come back to the difficult item when you have finished the rest of the exam. The test is set up so that you move from items with a simple format to discussion questions. In view of this be sure to leave ample time for the end of the exam. BE SURE TO READ ALL INSTRUCTIONS FOR THE VARIOUS PARTS OF THE TEST CAREFULLY. THE WEIGHTING OF THE ITEMS IN THE TOTAL SCORE IS GIVEN IN PARENTHESES AFTER THE INSTRUCTIONS.

Instructions for True-False Items: Read each statement carefully. If the statement, as written, is essentially true, place a plus mark (+) in the blank space in front of the statement. If the statement is essentially false, place a zero (0) in the blank space in front of the statement. If you do not know the answer, guess. Your first response to items of this type is often the best.
(Items are worth one point each.)

- 002-a _____ The appointing power under the Constitution is the basis of personnel administration in Federal Service.
- 008-a _____ Under the provisions of the CIA Act of 1949 (P.L. 110 - 81st Congress), prior to termination of the employment of an individual the Director of CIA must obtain the approval of the Civil Service Commission.
- 009-a _____ Under the National Security Act of 1947 the Director of Security, CIA is responsible for protecting intelligence sources and methods from unauthorized disclosure.
- 011-a _____ The Comptroller General has ruled that CIA's extraordinary authority granted in the CIA Act of 1949 does not permit the disregard of any control with respect to normal administrative or operating problems.
- 012-a _____ The Agency is required by law to publish annually the names, titles and salaries of its employees who are paid with vouchered funds.

- 026-a _____ The Heads of the Agency's Career Services have responsibility for the utilization and evaluation of personnel assigned to their Career Services but do not have responsibility for the advancement of these people. Such responsibility lies with the Director of Personnel.
- 029-a _____ Personnel Officers, wherever assigned in the Agency, must participate with the Director of Personnel in supporting the various Career Services in the Agency and in providing the common services which are the responsibility of the Office of Personnel.
- 031-a _____ To obtain information (if available) on the psychological characteristics of an individual under consideration for personnel action the Personnel Officer need only call the Assessment and Evaluation Staff in the Office of Training and arrange for an appointment.
- 037-a _____ A frequent error in considering an individual for personnel action is to overlook the characteristics of the job situation.
- 057-a _____ A TDY traveller overseas may have an injury or illness that falls under both the performance of duty and line of duty concepts.
- 089-a _____ Medical benefit payments to dependants overseas are paid from confidential funds.

- 093-a _____ Personnel management is a highly technical field and many practices are clearly spelled out in regulations. It therefore should not be affected by the working relationship which exists between an Operating Official and his Personnel Officer.
- 148-a _____ When questions of organization arise, before engaging in consultation with the Management Staff the Personnel Officer should submit a formal request for a change.
- 150-a _____ One of the values of Management Staff is the impartial objective review which they can give.
- 209-a _____ Selection-Out should be in every supervisors mind as a potential administrative tool.
- 208-a _____ The key to DDP Personnel Administration is flexibility.
- 300-a _____ Planning as to the personnel requirements necessary for each organization to accomplish its mission can best be done on a centralized Agency-wide basis.
- 301-a _____ Personnel statistical information such as attrition figures, age distributions, promotion rates is useful for personnel planning only for the relatively short period of time the statistics are current.
- 302-a _____ Current efforts to provide an improved Agency Retirement System are concentrated largely on the area of Early Retirement for personnel who have substantial Agency experience including overseas assignments.
- 303-a _____ The Agency personnel regulatory system is being revised in order that policy, authorities, responsibilities, and procedures on each personnel program can be combined in a single, comprehensive regulation.

Instructions for Multiple-Choice Items: For each of the following items there are several alternative answers. Only one of these alternatives is correct. Indicate the one answer you think best fits the question or statement by marking an "X" through the letter that precedes your choice.

(Items are worth two points each.)

007-a CIA is established under:

- a. Department of Defense
- b. The National Security Council
- c. National Security Resources Board
- d. USIB
- e. The Research and Development Board

003-a Which of the following does not constitute an item of legislation designed in part to implement personnel administration in the Federal Service?

- a. The Civil Service Act of 1883
- b. The Civil Service Retirement Act of 1920
- c. Employees' Personnel Administration Act of 1947
- d. The Budget and Accounting Act of 1921

001-a The legal framework of Federal personnel administration consists of a body of statutes, executive orders, and court and administrative decisions which have grown out of:

- a. The Civil Service Act of 1883
- b. Specific Public Needs and Interests
- c. Special Commissions such as the Hoover Commission
- d. There is no legal framework for personnel administration within CIA since the DCI does not have to obtain the approval of the Civil Service Commission on personnel actions.

023-a In recent years we have witnessed the emergence and adoption of the concept of personnel administration by:

- a. Director of Personnel
- b. Career Service
- c. Decentralized control in the Staffs and Branches
- d. A variety of committees, special and permanent boards and special assistants.

- 053-a In overseas death cases, which of the following documents becomes the Casualty Affairs Branch's principal source of information for immediate contact with next of kin?
- a. Personal History Statement, with current supplements
 - b. Residency and dependency report
 - c. Security file
 - d. Travel orders
- 042-a The best job opportunities in non-government exist for employees leaving the Agency who:
- a. Are seeking positions as corporation executives
 - b. Prefer to remain in the D.C. area
 - c. Have M.A. degrees and are interested in university teaching
 - d. Desire overseas employment
- 041-a Agency employees who have served overseas and are seeking other employment should clear through Cover Division and Security Office in order to:
- a. Arrange for forwarding of personal mail
 - b. Insure that cover stories and job statements are adequately backstopped and non-sensitive
 - c. "Swap" stories on their overseas experiences
 - d. Insure that they will get full retirement credit for their overseas service
- 039-a The employee is notified that he is an Out-Placement candidate by:
- a. Special Assistant to D/Personnel
 - b. Director of Personnel
 - c. Head of his Career Service
 - d. Chief, Personnel Operations Division
 - e. His immediate supervisor
- 038-a The major purpose of Out-Placement is to:
- a. Assist all interested Agency employees in relocating if they so desire
 - b. Assist only recommended Agency surplus personnel in relocating
 - c. Assist employees who have been poor performers in relocating
 - d. Assist surplus employees and personnel who have personal career service limitations to seek employment elsewhere.

051-a Mr. X was single when first covered by the Federal Employees' Group Life Insurance. At the time, he completed a form designating his mother as beneficiary. When he dies years later, he is survived by a wife, 2 children, and his mother. Who will receive payment of his FEGLI?

- a. His wife on the basis that the statutory order of precedence automatically adjusts to changes in a person's marital status.
- b. His mother, since her designation as beneficiary was never cancelled
- c. His children, equally
- d. His estate, since the legal recipient is in issue.

050-a Which one of the following would not result in an award of Federal Employees Compensation Act benefits?

25X1A6a

25X1A6a

- a. Staff Employee on TDY in [REDACTED] is hurt in an automobile crash while on the way to an operational meeting.
- b. Staff Employee, PCS [REDACTED] is shot by a [REDACTED] terrorist while the employee is in a restaurant on Sunday
- c. Contract employee is injured while moving equipment at the direction and under the supervision of the Stations maintenance officer
- d. Staff Employee, PCS [REDACTED] is hospitalized for a broken leg sustained while skiing and on annual leave.

25X1A6a

25X1A6a

25X1A6a

048-a Mr. X, Staff Employee, is PCS [REDACTED] He has a wife and a child. He has GEHA hospitalization. Mr. X is hospitalized for an appendectomy, total expense- \$35; his wife is hospitalized for maternity, total expenses - \$45; his child is hospitalized for pneumonia, total expense- \$55. Which of the following reflects the manner in which these claims will be settled?

25X1C4a

- a. All claims are submitted to and paid by the [REDACTED]
- b. Mr. X's claim is paid by the Agency under the 5(a)(5)(C) program and his dependants' claims are paid by GEHA
- c. Mr. X's claim is paid under the 5(a)(5)(C) program, his wife's claim is paid by GEHA, and his child's claim is paid under the dependant medical program in the amount of \$20 and by GEHA in the amount of \$35.
- d. All claims are paid by GEHA.

25X1A6a

049-a Mr. Y is a staff agent, PCS [REDACTED] His dependant wife contracts tuberculosis, the incidence of which is known to be considerably higher in [REDACTED] than in the United States. Mrs. Y never had tuberculosis before her arrival in [REDACTED] Which one of the following statements does not apply in this case?

25X1A6a

25X1A6a

- a. Excepting for the first \$35 of expense, Mrs. Y will receive full hospital care at Agency expense with no limitation on the number of days of hospitalization.
- b. Mrs. Y will receive disability compensation since tuberculosis is a hazard of the [REDACTED] environment.
- c. If necessary, Mrs. Y will be evacuated to the nearest suitable hospital at Agency expense.
- d. Mrs. Y is eligible for the benefits of the Agency's overseas dependant hospitalization program.

25X1A6a

074-a Which of the following procedural rights or guarantees is not granted to an individual nominated for Selection Out?

- a. Personal hearing
- b. Right to name witnesses to appear in his behalf
- c. Written notification of the Agency's intent
- d. At least a thirty-day notice period between the date of notification that he is to be terminated and the effective date of separation
- e. Right to outside legal counsel.

073-a The central point for review of all Selection Out cases is:

- a. The Special Assistant to the Director of Personnel
- b. An Employment Review Board
- c. An Advisory Committee created by the Director of Personnel
- d. An Agency Selection Board

072-a When proposed by the Head of an individual's Career Service, the action contemplated by Selection Out is best described by which of the following:

- a. Termination of Agency Staff employment
- b. Reassignment (with or without down-grading) to another Agency component
- c. Removal of the individual from the Office or Career Service to which he is currently assigned, with further action depending on the results of the Selection Out review
- d. Out-Placement to another Federal Department or Agency

071-a Responsibility for advising an individual that he has been nominated for Selection Out, and the reasons for this action, normally rests with which of the following?

- a. Director of Personnel
- b. Special Assistant to the Director of Personnel
- c. Personnel Operations Division, OP
- d. Head of the individual's Career Service
- e. Office or Area Division Personnel Officer

070-a Under the Selection Out policy paper approved in February 1958 by the DCI, responsibility for the identification of candidates for selection out rests with the:

- a. Director of Personnel
- b. Deputy Directors and Heads of Career Services
- c. Inspector General
- d. First-line Supervisors
- e. Inspection and Review Staff

075-a The Career Service Ceiling is:

- a. The maximum authorized number of personnel for a Career Service consisting of staff employees, staff agents, military personnel detailed from other Government agencies, and Agency civilian personnel detailed to other agencies or in external training status.
- b. The ceiling for General Schedule personnel for each Career Service authorized at each General Schedule grade level for a fiscal year.
- c. The listing of positions of various types, levels, and Career Service designations required to meet the workload of a component.
- d. The total of the Staffing Complement and the Development Complement.

076-a The following employees are not counted against Career Service Ceiling:

- a. New employees whose initial orientation and training will exceed 30 calendar days from their EOD Date.
- b. Casuals
- c. Individuals in full-time training for continuous periods exceeding 30 days.
- d. Individuals who cannot be assigned to a Staffing Complement pending approvals, such as medical, security and [REDACTED] 25X1C4a
- e. Individuals placed on leave without pay, by official personnel action, for a period in excess of 30 days.
- f. Individuals formally detailed outside the Agency for periods in excess of 30 days

077-a The Planning Paper is:

- a. A document reflecting the structure of a component and the number and distribution by occupational title, grade, and service designations of positions estimated to be required during the coming year to meet the workload.
- b. An estimate of staff personnel requirements of each Career Service for the coming fiscal year.
- c. An estimate including staffing complement employees and development complement employees necessary to carry out the functions of a component.
- d. An estimate based on the maximum number of people necessary to fulfill work requirements consistent with good management.

078-a The Career Service Staffing Authorization is designed to:

- a. Provide adequate headroom for employees, permitting maximum promotions, and thereby encourage employees to make a career in the Agency.
- b. Limit promotions to those legitimately required to fill vacancies resulting from transfer and attrition.
- c. Limit the rotation of employees between Career Services to those required for development or training purposes.
- d. Encourage good personnel planning by each Career Service Head and improve the competitive promotion system by planning the number of promotions at each level for a full year.

079-a The Career Service Staffing Authorization is:

- a. The maximum number of authorized personnel for a Career Service, consisting of staff employees, staff agents, military personnel detailed from other Government agencies, and Agency civilian personnel detailed to other agencies or in external training status.
- b. The total number of personnel at each grade level assigned to a Career Service for a fiscal year.
- c. The total number of employees occupying limited and flexible positions in the staffing complement and all employees in a development complement status for a Career Service.
- d. The ceiling for General Schedule personnel for each Career Service authorized at each General Schedule grade level for a fiscal year.

081-a The Staffing Complement is:

- a. The listing of positions of various types, levels, and Career Service designations required to meet the workload of a component.
- b. An estimate of staff personnel requirements of each component for the coming fiscal year.
- c. The Career Service listing of positions required to carry out all functions of the Career Service for the fiscal year.

082-a The Staffing Complement includes:

- a. All positions of a Career Service required to carry out workload requirements wherever located.
- b. All limited and flexible positions required to meet the workload of a component.
- c. All staff positions in a component included within the component's Career Service, excluding those of other Career Services.

- 154-a The final selection of all Military Personnel detailed to the Agency is the responsibility of:
- a. The Military Personnel Division
 - b. The unit Personnel Officer
 - c. The Chief of support of each unit
 - d. The operating official
- 153-a Military Personnel are requisitioned:
- a. From one service at a time
 - b. From all services at the same time for each requisition
 - c. Through civilian channels
 - d. Only from the Army
- 152-a The mission of the Military Personnel Division is:
- a. To assist all civilian supervisors in preparing their efficiency reports on Military Personnel in conjunction with prescribed military standards
 - b. The procurement, general utilization and administration of all military personnel detailed to the Agency
 - c. To monitor overseas tours of all Agency personnel under official cover
 - d. To supervise all operations that utilize military personnel
- 156-a Military Personnel detailed to the Agency are here for:
- a. Two years
 - b. Three years
 - c. Four years
 - d. An unspecified tour to be terminated at the Agency's discretion

Instructions for Short Answer Items: The following items ask you to write a brief answer for each question. The answer may require a word, a phrase or a sentence. It will not require any more than a very short paragraph at the most.

(Items are worth four points each.)

005-a What legislation established a comprehensive system of job evaluation for the first time in the Federal Government and provided a valid basis for giving equal pay for equal work?

025-a List briefly some of the activities the Director of Personnel engages in to ensure that the Agency's personnel assets are utilized to the fullest degree possible.

032-a Discuss briefly some of the considerations involved in preparing a person for intensive assessment by the A&E Staff.

045-a The DCI Memorandum dated 17 February 1958 was the policy basis setting in motion a Selection-Out Program designed to accomplish a number of major objectives. State two of these objectives briefly.

a.

b.

052-a Define the "Performance of Duty" standard of the Federal Employees' Compensation Act.

055-a How much survivor annuity will the widow or widower of an annuitant receive if the annuitant elected to have all of the annuity reduced for survivorship?

054-a An employee is eligible for optimal retirement upon meeting one of three minimum combinations of age and service. These are:

a. Age _____ with _____ years of service

b. Age _____ with _____ years of service

c. Between ages _____ and _____ with _____ years of service, but on a reduced annuity.

056-a What is the general formula for obtaining the basic annuity?

034-a Define the three levels of assessment undertaken by the A&E Staff.

a.

b.

c.

145-a How can requests requiring action by the Management Staff be expedited?

203-a Give at least three of the five categories of Involuntary Separation.

092-a The Operating Official relies on his Personnel Officer to advise him on matters concerning a highly complicated and technical field. He is expected to know the answers or be prepared to get them quickly. It follows that certain aspects of personnel management are clearly assignable to the Personnel Officer. What are some of these areas?

096-a What is the distinguishing aspect of the current JOT training program as opposed to previous programs?

091-a Personnel Management is a function of the executive. However, the breadth of his duties requires that he delegate many aspects of personnel management. The Operating Official will, of necessity, reserve to himself certain areas of activity and make decisions concerning them. What are these areas of activity?

304-a What are the two basic functions of the Management Staff?

305-a List some of the symptoms of mal-organization.

306-a List some of the considerations reviewed by Management when it studies an organization.

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Instructions for Discussion Questions: The following questions are designed to allow you to think about a larger or more complex body of information. These questions generally deal with personnel programs, policies or problems. In answering the questions you will do better to maintain a broad perspective than to focus on any specifics within the area under discussion. **YOU ARE REQUIRED TO ANSWER ALL THREE QUESTIONS.** (The value is given after each item)

- 030-a Describe in a brief paragraph or two what you consider to be the major objectives of the Agency's Personnel Program. (20 points)
- 151-a Your Division Chief wants his Branch Chiefs briefed concerning the support they can expect to get from you as a Personnel Officer. Outline your presentation to the Branch Chiefs indicating briefly the topics you would cover. Include in your outline an indication of how other Agency components support you and some indication of areas of responsibility and interrelationships as they bear on these problems. (20 points)
- 004-a Personnel management in the Federal Government has rarely remained static. Outline some of the bodies and organizations outside the Agency which exert a continuing influence on personnel management and indicate in your outline how this influence is brought to bear. (20 points)

Clearly label your answers with the numbers to the left of the questions.

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